
CHIEF FINANCIAL OFFICER

Job Description

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| Division: | <u>Fiscal</u> |
| Benefits: | <u>Yes</u> |
| FLSA Status: | <u>Exempt</u> |
| Salary: | <u>\$88,317 - \$113,048</u> |
| Type: | <u>At Will, Full Time</u> |
| Work Schedule: | <u>Monday-Friday 8:00 a.m. to 5:00 p.m.</u> |

ABOUT COMMUNITY ACTION PARTNERSHIP OF SAN BERNARDINO COUNTY

Community Action Partnership of San Bernardino County (CAPSBC) is a non-profit public benefit corporation and is one of the 1,100 Community Action Agencies nationwide dedicated to assisting low-income individuals and families become stable and self-sufficient. As the designated Community Action Agency for San Bernardino County, the largest county in the continental United States, CAPSBC is charged with serving over 800,000 low-income families and individuals, elderly and homeless residents of San Bernardino County each year. CAPSBC delivers services to 78 San Bernardino County cities and communities

Mission: Community Action Partnership of San Bernardino County works with our communities by supporting, advocating for, and empowering low-income residents to achieve self-sufficiency.

Vision: By 2021, Community Action Partnership of San Bernardino County will be the premier social services Agency that eliminates the effects of poverty by empowering people to obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.

Fiscal: Providing quality fiscal services designed to add value and improve the effectiveness of business processes and decisions through accurate information and reports and compliance with internal policies and procedures.

POSITION SUMMARY

The Chief Financial Officer is responsible for managing the financial resources of the organization including accounting, finance, organization-wide budgets, and treasury in accordance with generally acceptable accounting principles and organization/contract policies and procedures; safeguards assets through the maintenance of proper controls. The Chief Financial Officer participates as a member of the Senior Management Team in the development and implementation of organization-wide policies and programs that will contribute to the overall success of Community Action Partnership of San Bernardino County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises functions of Fiscal Division to include the general services unit.
2. Acts as a liaison with funding sources in resolving budget, financial and reporting issues.
3. Develops and implements inventory controls and audits.
4. Ensures that accounting policies, procedures and controls comply with accepted accounting principles, federal/state regulations/guidelines and audit requirements.
5. Develops and maintains financial plans, budgets, and a cash flow forecast.
6. Works closely with CEO to develop recommendations and implements corrective actions as appropriate.
7. Provides oversight and management of billings and accounts receivable; develops and implements billing processes, which validate both completeness and accuracy of billings; manages grant advances and accounts receivable to maximize cash on hand.
8. Provides oversight and management of payment and accounts payable; approves purchase requests; manages accounts payable consistent with good business practices.
9. Develops and implements Work in Process estimates consistent with good business practices and supportive of financial analyses.
10. Provides monthly financial status reporting to include Agency and operating Division financial status, issues and plans corrective actions.
11. Proposes, implements and maintains a cost accounting process, which fully supports CAPSBC needs for viable project management, subject to CEO approval.
12. Develops and maintains an agency internal auditing program and coordinates ongoing external auditing requirements; acts as a liaison with external auditors and state/customer Agency auditors; recommends and manages approved CAPSBC activities to respond to audit action items; develops for CEO approval formal status responses to auditor agencies.
13. Directs and reviews all financial operations and procedures of the Agency; establishes specific and budgetary standards by which to evaluate the results and expenditures of each program.
14. Formulates, implements and coordinates financial policies, procedures, and methods for compliance with applicable law, reporting requirements, generally accepted accounting principles and practices.
15. Oversees the Agency accounting activities including payroll, fringe benefits, accounts payable and receivable, general ledger, budgeting, procurement, cash flow and control, inventory property management, and insurance.
16. Oversees the preparation and production of statistical, and financial reports and other administrative data for internal and external reporting.
17. Reports to the CEO, Board of Directors, Finance Committee, and operational committees on the fiscal status of the Agency.
18. Maintains computer-based payroll and finance management information systems; makes recommendations on computer upgrades, hardware, software, and peripherals for these programs.
19. Directs the analysis of accounting reports to measure performance and identify deficiencies, which may affect the ability of the Agency to meet financial and operational performance standards and goals.
20. Develops and establishes budgeting standards to evaluate expenditures for all grants/contracts and programs.
21. Identifies and presents financial issues. Recommends appropriate actions to strengthen and enhance the financial control environment. Subject to CEO approval.
22. Develops cash flow projections and investment strategies; coordinate with banking investment institutions to manage agency investments; and arrange for financing options; manages financial resources and conducts resource planning for future needs, subject to CEO approval.
23. Evaluates and oversees the agency's insurance and risk management to ensure adequate coverage and protection, subject to CEO approval.
24. Develops and prepares budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grants/contracts and proposals for additional funding, subject to CEO approval.
25. Selects, supervises, trains, motivates, and evaluates the work of subordinate staff, and recommends appropriate disciplinary action as required.

26. Assigns and reviews work, evaluates work performance and recommends staff selection and disciplinary staff actions.
27. Establishes and maintains all banking relationships, subject to CEO approval.
28. Develops and establishes budgeting standards to evaluate expenditures for all grants/contracts and programs, subject to CEO approval.
29. Approves the expenditures of all funds within grant/contract budget units, subject to CEO approval.
30. Recommends appropriate actions to strengthen and enhance the financial condition of the organization.
31. Provides technical support and direction to program managers to ensure compliance with federal/state rules, regulations, and grant/contract conditions.
32. Analyzes and interprets existing and proposed legislation and directives issued by the Controller General of the United States and Office of Management and Budget.
33. Establishes and maintains effective relationships with the Community Action Board Finance Committee, government officials, funding source representatives and auditors.
34. Prepares a variety of complex reports, spreadsheets, records, correspondence, and other documents.
35. Provides staff support to the Finance Committee which includes, but not limited to preparation of agenda, supporting agenda items and financial reports and minutes of meetings.
36. Attends meetings, conferences, seminars, travels throughout San Bernardino County and stays overnight on out-of town assignments as required; performs other administrative duties and tasks, as assigned by the CEO.

KNOWLEDGE OF

Principles of public relations; records and file management; research and analysis techniques; contract administration compliance; payroll processing and fiscal procedures; grant administration and monitoring techniques; principles and techniques of statistical analysis and presentation of data; computer information systems used in budget development and administration; OMB circulars and cost principals and generally accepted accounting procedures; principles of employee training, employee evaluation, employee relations and progressive discipline; principles and techniques of financial management, including accounting, auditing, budgetary procedures, and fiscal controls; federal, state, and local laws, codes and procedures development and implementation related to accounting and financial control systems used throughout a large organization.

ABILITY TO

Manage budget within funding constraints; ability to translate concepts and information into tangible systems and policies; lead, plan and manage change; communicate changes effectively; maintain strict confidentiality; give appropriate recognition to staff; delegate work assignments effectively; develop strategies to achieve agency goals; act as a role model and provide leadership; demonstrate strong work ethics and integrity; communicate effectively, both orally and in writing; work independently to obtain specified objective (s) within a fast pace environment with short deadlines; develop project plans, and complete projects on time and budget; plan, organize, schedule and direct activities of a major division; speak, read, and write English at a level appropriate to the position; speak effectively before groups of people and on a one-on-one basis; involve staff and management in the planning and decision making process; effectively communicate and interact with personnel at all organizational levels; collect, interpret and evaluate data, validate conclusions, define and select alternative solutions; prepare, analyze, and interpret complex financial reports, budgets, statements and other written materials; and recommend appropriate disciplinary action as required; understand, model and articulate CAPSBC's commitment to diversity, excellence and professionalism in all facets of the work; operate Agency/personal vehicle for official business purposes in a safe manner; proficiently operate standard office equipment, including computer hardware and software applications associated with performance of assigned work (i.e., MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, Adobe Reader, and Internet Explorer).

MINIMUM EDUCATION AND EXPERIENCE

1. Bachelor's degree from an accredited university in Business or Public Administration, Finance, or related field. CPA certification preferred.
2. Six (6) years of senior management level experience involving the administration/supervision of a comprehensive fiscal operations division with a nonprofit or government entity, three (3) of which includes supervisory experience

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

Position requires intermittent sitting, standing, walking, twisting, bending and simple grasping and hand manipulation. As well as, reaching above and below shoulder level; must lift and move items weighing up to 25 pounds; requires working indoors in temperature controlled environment with some exposure to copies and printer chemicals and/or fumes; corrected hearing and vision to normal range and verbal communication.

BENEFITS

1. Medical –Subject to required employee monthly contribution.
2. Dental- HMO plan option 100% employer paid for employees. PPO plan option is subject to required employee monthly contribution.
3. Vision – Plan option is subject to required employee co-pays.
4. Employer paid Group Life insurance coverage benefit of two (2) times the annual salary up to \$200,000 plus AD & D coverage.
5. Voluntary supplemental life insurance coverage.
6. Fourteen (14) Paid Holidays.
7. 5 days/40 hours administrative leave on the 1st day of the year following hire date.
8. Vacation benefits do **not** accrue during the first six (6) months of employment. An employee must successfully complete their six-month evaluative period and then vacation benefits will start accruing and are available for use. Vacation benefits are accrued on a bi-weekly basis as follows:
 - 1-5 years (3.08 hours per pay period = 10 days)
 - 6-14 years (4.62 hours per pay period = 15 days)
 - 15 years and over (6.15 hours per pay period = 20 days)
9. Sick leave is earned at a rate of 3.69 hours per pay period for full-time employees.
10. 403b retirement program for which CAPSBC contributes 6% of employee's gross salary once the employee meets the program requirements. Employees may voluntarily contribute up to the specified Internal Revenue Service Requirements.
11. Social Security paid by employee is matched by CAPSBC, as well as Medicare.
12. Merit advancements.

LICENSE AND PERSONAL VEHICLE

Must possess and maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicant must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout the course of employment. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate.

SPECIAL REQUIREMENTS

Applicants considered for an interview must submit a Department of Motor Vehicle (DMV) Driving Report (dated within previous 90 calendar days) upon request from the CAPSBC Operations/Human Resources Division. An unacceptable DMV Driving Report will result in no further consideration for the position applied for.

SELECTION PROCESS

Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate (s) being considered for employment. Once the background checks (s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. An offer of conditional employment will be withdrawn upon failure to pass the physical examination. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). The recommended applicant is encouraged to participate in the agency's payroll direct deposit program. In those instances where the recommended applicant cannot participate in the direct deposit program, the recommended applicant will have the opportunity to participate in a pay card program.

APPLICATION

Submit a completed CAPSBC Application form to the Operations/Human Resources Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92408-2607. Applications must be typed and not hand written. Hand written applications will **not** be accepted for employment opportunities. Applicants can go to the CAPSBC website to complete an application on line, print it and submit the completed application to the Operations/Human Resources Division. If you change your address or phone number after filing an application, please notify CAPSBC Operations/Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to fully complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations/Human Resources Division at (909) 723-1531

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